TRAVEL REIMBURSEMENT

TRAVELER’S NAME______________________________________________________________

CONFERENCE ATTENDED ______________________________________________________________________________________

DID YOU SUBMIT AN ADMIN LEAVE SLIP?       □ YES       □ NO
(Administrative Leave Should be Approved Prior To Trip Departure)

DID YOU PRESENT AT THE MEETING?       □ YES       □ NO

MEETING DATES ____________________________________________

DESTINATION ____________________________________________

DATE OF DEPARTURE ________________________

DEPARTURE TIME ________________________

DATE OF RETURN ________________________

RETURN TIME ________________________

AIRFARE $ __________________

BAGGAGE FEES $ __________________

MILEAGE (Number of Miles Round Trip) ________________________ (Online Driving Directions required – Google or Bing Maps Acceptable)

LODGING $ __________________ TOTAL (INCLUDING TAXES) (Itemized hotel bill required)

ARE YOU REQUESTING MEAL PER DIEM?       □ YES       □ NO

REGISTRATION $ __________________

PARKING $ __________________

TAXI $ __________________

RENTAL CAR $ __________________ WRITTEN JUSTIFICATION NEEDED

MISC. EXPENSES $ __________________ WRITTEN JUSTIFICATION NEEDED

GRANT/PROJECT TO CHARGE __________________________________________________________

I DO SOLEMNLY SWEAR/AFFIRM THAT THE ABOVE EXPENSES ARE TRUE IN ALL REPECTS AND THAT THEY WERE INCURRED ON OFFICIAL BUSINESS.

SIGNATURE __________________________________________________________

DOCUMENTS TO INCLUDE

Justification for Trip ______

Meeting Program ______

Flight Itinerary if applicable ______

Receipts (with exception to food and airfare if airfare previously paid via University P-Card) ______